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Executive Registry
7-9187

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13 February 1956

MEMORANDUM FOR: Intelligence Assistant Directors

SUBJECT: Review of rosters of the Emergency Force

1. In the interests of good planning, it appears desirable to review the composition of the Emergency Force under current intelligence-production and/or-support responsibilities. The Operation Alert 1956 to take place in June may require the relocation of the entire Emergency Force for a period of one week. Furthermore, we may be required to operate solely and honestly from the Relocation Center. Detailed instructions will be forthcoming from OII about mid-March, I am told.

2. Please review your Emergency Staff roster with the following questions in mind:

a. Are all the functions assigned to my Office covered by the talents of the members of the Force?

b. Is there a proper balance between professional and clerical personnel?

c. Should the Emergency Force be increased to handle responsibilities not assigned to this Office at the time the Force was created?

d. Have I coordinated my Emergency Staff composition with other Offices? For instance, if a specialist on Saudi Arabia is on the OII roster, does OII or OSA have to include one?

e. Should a system of alternates be developed on the basis of functions rather than individuals?

3. The question of how long we might be expected to operate at the Relocation Center has been answered as follows:

The Force should be able to operate for a period of sixty days at the Relocation Center. During this period, decision will be made to reconstitute the Agency in Washington or elsewhere.

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For planning purposes this statement appears to be adequate. If you disagree, I should appreciate your thoughts.

b. Please have your staff studies on the above review to me by e.o.b. Wednesday, 29 February 1956.

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Assistant to DD/I (Planning)

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Distribution:

Orig. and 1 - addressees

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